# TRS Online Reporting

**Coming in September**

- Wages and Contributions only on-line

**Coming in Late Fall**

- On-line reporting of employer paid insurance

**Coming FY 2007!**

- ACH Deposits/Transfers
- For employees: On-line retirement estimates

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**How to contact TRS:**
Web site address: http://www.trs.mt.gov/
Employer's page: http://www.trs.mt.gov/employers.htm
Employer's Manual: http://www.trs.mt.gov/employermanual.htm

The TRS office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with a limited staff working from 12:00 p.m. to 1:00 p.m. Web site is available 24 x 7 x 365.

Active Member Section: (406) 444-3324 or (406) 444-4113
Retired Member Section: (406) 444-3185 or (406) 444-3135
Refund Section: (406) 444-3454 or (406) 444-3679
Membership: (406) 444-2540 or (406) 444-3679
Contribution Reporting: (406) 444-3323 or (406) 444-3679
Information Technology: (406) 444-3395 or (406) 444-9293, bhallinan@mt.gov

**What to know about the web site:**
Have the resolution of your screen set to 800x600 or larger.
Have ability to disable pop-up blockers when using the TRS site.
Expand the browser window to see as much text and icons as possible.

**What to know about the Contribution Reporting:**
Internet reporting will be mandatory as of September 2006
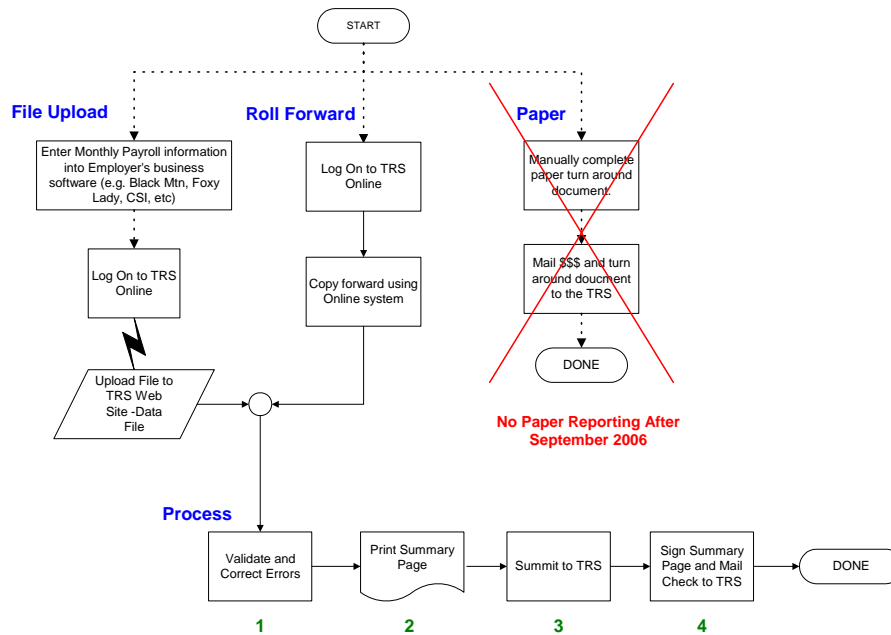    No change in file formats or business process.
    No special plug-in needed.

**What to look forward to in the next year:**
Web reporting of Employer's Insurance Deduction
Electronic Funds Transfers: ACH Payments and Sweeps
New Web Retirement Estimator for Members

## Contribution and Wages Workflow

START

**File Upload**

Enter Monthly Payroll information into Employer's business software (e.g. Black Mtn, Foxy Lady, CSI, etc)

Log On to TRS Online

Upload File to TRS Web Site -Data File

**Roll Forward**

Log On to TRS Online

Copy forward using Online system

**Paper**

Manually complete paper turn around document

Mail $$$ and turn around doucment to the TRS

DONE

**No Paper Reporting After September 2006**

**Process**

Validate and Correct Errors

**1**

Print Summary Page

**2**

Summit to TRS

**3**

Sign Summary Page and Mail Check to TRS

**4**

DONE

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## TRS Web Site: www.trs.mt.gov

Employers go here to get started

TRS Home Page - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Address  http://www.trs.mt.gov/                          Go   Links

mt.gov
Montana Official State Website

MONTANA TEACHERS' RETIREMENT SYSTEM

Employers   Members   Retirees   Calendar   Publications   TRS Board   TRS Staff   Help   Home

TRS On-line
Employer's Manual
Forms
Memos and Newsletters
Calendar
Investments

Benefit Estimates On-line

Wages and Contributions On-line

Contact TRS Staff

**Montana Teachers' Retirement System**
1500 E. 6th Ave.
PO Box 200139
Helena, MT 59620-0139
406-444-3134

*TRS forms are published in the Adobe PDF format. You will need to have installed a version of the Adobe reader to view our forms. If your computer is slow down-loading the reader, please*

**Welcome to the Mon...chers' Retirement System**

General Information
Technical File Layouts
Vendor Information
Test Applications

**The Montana Teachers' Retirement System Web Site Has A New Look!**

The Montana Teachers' Retirement System (TRS) has recently redesigned the look of its web site to fit the standard set by the Governor's Office. You will find all the same information you are used to finding by clicking on the categories above.

Test site for practice

**Mission Statement**

To promote long-term financial security for our membership while maintaining the stability of the fund.

Guiding Principles. To earn the respect and trust of our members, we adhere to the following values:

- High ethical standards
- Honesty, integrity, and impartiality
- Dignity, respect and mutual support
- Service excellence

**Agency Profile**

http://www.trs.mt.gov/Employers/TrsOnline.asp                    Internet

## Online Wages and Contribution Page

Read instructions and start program here!

Contact us for help! Report issues and comment.

## TRS Test Applications Page

## Login Page

**Montana TRS Web Contribution Reporting**

Employer 560021
Password ●●●●●●●● [Login]

- Secure site (data on internet is encrypted).
- Call me if your ID does not work (Bill Hallinan, 444-3395).
- You can change your password once you are into system.
- Please change your passwords every 60 days
- Please protect your passwords.

## Main Menu

**Montana TRS Web Contribution Reporting**

Employer 560021 BILLINGS PUBLIC SCHOOLS

Upload Contribution File to TRS
Copy Forward to New Period
Enter or Change Contribution Report
Enter or Change Adjustments
Contribution Report History
Add or Change Member
Termination Pay Calculator
Employer Contact Info
Logoff

- First five entries are different options for entry
- Add or change members
- Calculate termination pay
- Change employer contact information.

## Uploading Contributions

**Upload Contribution File**

Agency 560021  BILLINGS PUBLIC SCHOOLS

Please enter the report period you are uploading

Report Month (MM) `09`
Report Year (YYYY) `2004`
Sequence Number `     `
Type `Contribution ▾`
Override `No ▾`

`Next Step`  `Cancel`

- Use file generated by your payroll system (180 character format)
- Enter month and year
- Leave the Sequence Number, Type, and Override

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## Uploading Contributions

**Upload Contribution File**

`Step One: Upload File`

Agency 560021  BILLINGS PUBLIC SCHOOLS
Report Month (MM) `09`
Report Year (YYYY) `2004`
Sequence Number `     `
Type `Contribution`

`Process`  `Cancel`

Three step process:
**1**) Select File using browse button
**2**) Upload file
**3**) Process File

❶

❸

This is the only popup box. To see it you need to have popups enabled on your web browser

**Step One: Upload File**

Select a file to upload... `O:\uploads\560021-200509.txt`  `Browse...`
`Upload File`  `Cancel`

❷

## Review Upload Messages

**Contribution Edit Messages**

Agency  560021 BILLINGS PUBLIC SCHOOLS   Period  9 2004

| Member | Name | Edit Type | Edit Message |
|--------|------|-----------|--------------|
| Upload | | **Error** | SSN is invalid (72701383A) |
| Upload | | **Error** | Contribution amount is invalid (72701383A) |

Reset    Edit Messages    Contrb Summary    Home

Errors must be corrected in the upload file before it can pass the initial edit.

The number in parenthesis is the SSN of the employee. In this case, check the upload file for an invalid contribution amount. See Wages and Contribution Program Documentation for more information.

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## Rolling Contributions Forward

**Montana TRS Web Contribution Reporting**

Employer 560021 BILLINGS PUBLIC SCHOOLS

Upload Contribution File to TRS

Copy Forward to New Period

Enter or Change Contribution Report

Enter or Change Adjustments

Contribution Report History

Add or Change Member

Termination Pay Calculator

Employer Contact Info

Logoff

Can copy forward from any of these menus

## Contribution Report History

**Contribution Report History**

560021 BILLINGS PUBLIC SCHOOLS

| Period | Year | Type | Posting Status | Member Contrib | Employer Contrib | Over/Short | Total | Summary | Copy Forward |
|--------|------|------|---------------|---------------|-----------------|-----------|-------|---------|--------------|
| 1 | 2005 | Cont | Submitted | .00 | .00 | .00 | .00 | Summary | Copy |
| 11 | 2004 | Cont | Edit | 398,326.68 | 371,464.22 | -769,790.90 | .00 | Summary | Copy |
| 9 | 2004 | Cont | Errors | 371,148.09 | 371,673.84 | 178.07 | 743,000.00 | Summary | Copy |
| 8 | 2004 | Cont | Posted | 46,729.22 | 47,246.88 | 26.58 | 94,002.68 | Summary | Copy |
| 7 | 2004 | Cont | Posted | 36,834.72 | 37,218.50 | -26.58 | 74,026.64 | Summary | Copy |
| 8 | 2004 | Adj | Posted | 374.17 | 390.91 | .00 | 765.08 | Summary | Copy |
| 6 | 2004 | Cont | Posted | 1,567,921.97 | 1,764,022.69 | .00 | 3,331,944.66 | Summary | Copy |
| 2 | 2004 | Adj | Posted | .00 | .00 | -104.53 | .00 | Summary | Copy |

Reset    Home    Next Page >>

- Look at past contributions.

Can copy forward to a new period from here.

## Copy Forward to New Period

**Copy Forward to New Period**

Agency 560021   BILLINGS PUBLIC SCHOOLS   Period 09   2004

| | |
|---|---|
| TRS Employees | 1,616 |
| Earnings | 4,975,554.71 |
| Total Member Contribution | 371,148.09 |
| Total Employer Contribution | 371,673.84 |
| Total Due This Report | 742,821.93 |
| Remitted This Report | 743,000.00 |
| Period End Date | 09/30/2004 |
| Date Posted | |
| Final Year-End Rpt | |
| Edit Status | 10 Errors, 65 Warnings |
| Post Status | Not Ready |
| Copy to New Period | 10   2004   Copy to New Period |

Search   Clear   Reset   Home

- Use to roll forward prior month contribution entries to use in the current month

## Contribution Summary

Required: Send check! In future we will have ACH ability. Notice Over/Short amount.

Can copy forward to a new period from here.

**Contribution Summary**

Agency 560021 BILLINGS PUBLIC SCHOOLS    Period 09    2004

| | | | | |
|---|---|---|---|---|
| TRS Employees | 1616 | Add'l Emplr Contrib | 0.00 | # of Report Periods | 1 |
| Total FTE | 1,195.00 | Employer Term Pay | 0.00 | Final Year-End Rpt | |
| Total FTE Hours | 37,447.89 | TIAA CREF Contrib | 0.00 | TIAA CREF Earnings | .00 |
| Earnings | 4,975,554.71 | Total Empr Contrib | 371,673.94 | Pay Period Date | 09/30/2004 |
| Regular Contribution | 355,743.25 | Total Due This Rpt | 742,822.03 | Date Edited | |
| Additional Contrib | 15,404.84 | Remitted This Report* | 743,000.00 | Date Posted | |
| Member Contrib | 371,148.09 | Report Over+/Short- | 177.97 | Edit Status | 3 Errors, 65 Warnings |
| Employer Contrib | 371,673.94 | Over/Short Balance | 0.00 | Post Status | Not Ready |

Starting Entry No. ____    Starting With ____    Copy to New Period ____ [Copy]
Detail Sequence [Name ▾]

❶

[Save] [Search] [Delete] [Clear] [Reset] [Calculate Totals] [Validate Contributions] [View or Change Detail]
[View Messages] [Edit Messages] [Submit to TRS] [Home] [Print Report]
❷            ❹            ❸

* Indicates required field

Typical work sequence:    1) Validate Contributions
                          2) Edit Messages
                          3) Print Reports
                          4) Submit

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## Contribution Detail

**Contribution Detail**

Agency 560021 BILLINGS PUBLIC SCHOOLS    Period 9 2004

| Member SSN | Name | Actual Wages | Current Contrib | Calculate Contrib | Service (FTE) | Monthly Hours | Additional Contrib | Member Status | Action Code | Term Pay | Entry Opt Number | Delete? |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 999-99-9999 | APERSON, ABE | 2,897.17 | 207.14 | 207.15 | 1.00 | | | Full Time ▾ | ▾ | | 1 | ☐ |
| 999-99-9999 | BPERSON, BETTY | 1,506.40 | 107.70 | 107.71 | .00 | 140.00 | | Hourly ▾ | ▾ | | 2 | ☐ |
| 999-99-9999 | CPERSON, CARL | 3,781.33 | 270.36 | 270.37 | 1.00 | | | Full Time ▾ | ▾ | | 3 | ☐ |
| 999-99-9999 | DPERSON, DON | 1,292.76 | 92.42 | 92.43 | .00 | 126.00 | | Hourly ▾ | ▾ | | 4 | ☐ |
| 999-99-9999 | EPERSON, ED | 2,603.50 | 186.15 | | 1.00 | | | Full Time ▾ | ▾ | | 5 | ☐ |
| 999-99-9999 | FPERSON, FRAN | 3,197.00 | 228.58 | 228.59 | 1.00 | | | Full Time ▾ | ▾ | | 6 | ☐ |
| 999-99-9999 | GPERSON, GIGI | 280.00 | 20.02 | | .00 | 30.00 | | Hourly ▾ | ▾ | | 7 | ☐ |
| 999-99-9999 | HPERSON, HERB | 3,569.67 | 255.23 | | 1.00 | | | Full Time ▾ | ▾ | | 8 | ☐ |
| 999-99-9999 | IPERSON, ISABELL | 4,571.08 | 326.83 | | 1.00 | | | Full Time ▾ | ▾ | | 9 | ☐ |
| 999-99-9999 | JPERSON, JAN | 315.00 | 22.52 | | .00 | 33.75 | | Hourly ▾ | ▾ | | 10 | ☐ |
| 999-99-9999 | KPERSON, KARI | 2,955.75 | 211.33 | 211.34 | 1.00 | | | Full Time ▾ | ▾ | | 11 | ☐ |
| 999-99-9999 | LPERSON, LINDA | 2,536.25 | 181.34 | | 1.00 | | | Full Time ▾ | ▾ | | 12 | ☐ |

[Save] [Search] [Clear] [Reset] [Name Lookup] [Contrb Summary] [Home]
Jump to name ____ or SSN ____ [Go]    Next List >>

Remember to press the save button after making changes.

- Here's where all the detail work gets done!
- Change detail so it is correct and matches your records

## Contribution Edit Messages

- Select the "Validate Contributions" button detail from summary screen.

**Contribution Edit Messages**

Agency 560021 BILLINGS PUBLIC SCHOOLS    Period  9 2004

| Member | Name | Edit Type | Edit Message |
|---|---|---|---|
| 999-99-9999 | APERSON, ABE | Warning | Wages were already posted for this member for this report period |
| 999-99-9999 | BPERSON, BOB | Warning | Member type in the TRS database is Full Time |
| 999-99-9999 | CPERSON, CAROL | Warning | Retired member reporting contributions (07/01/2004) |
| 999-99-9999 | DPERSONS, DAVE | Warning | Reported member type is Full Time, it is Hourly in the TRS database |
| 999-99-9999 | EPERSON, ED | Error | Member not found for this employer |

Reset   Edit Messages   Contrb Summary   Home

Next Page >>

Errors must be corrected. In this case Ed Eperson has to be added or removed from the Contribution Detail. See the Wages and Contribution Program Documentation for all errors and their remedies.

## Contribution Edit Messages

**Edit Contribution Messages**

Agency 560021 BILLINGS PUBLIC SCHOOLS Period 9 2004

| Member SSN | Name | Actual Earnings | Current Contrib | Calculate Contrib | Service (FTE) | Monthly Hours | Additional Contrib | Member Status | Action Code | Term Pay | Opt | Entry Number | Delete? |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 999-99-9999 | APERSON, ABE | 315.00 | 22.52 | | .00 | 33.75 | | Hourly | | | | 10 | ☐ |
| 999-99-9999 | BPERSON, BOB | 385.00 | 27.52 | 27.53 | .00 | 41.25 | | Hourly | | | | 33 | ☐ |
| 999-99-9999 | CPERSON, CAROL | 1,550.17 | 110.83 | 110.84 | .50 | | | Part Time | | | | 45 | ☐ |
| 999-99-9999 | DPERSON, DAVE | 4,520.00 | 323.18 | | 1.00 | | | Full Time | | | | 47 | ☐ |
| 999-99-9999 | EPERSON, ED | 1,260.00 | 90.09 | | 1.00 | | | Full Time | | | | 54 | ☐ |

Save   Search   Clear   Reset   Name Lookup   Contrb Summary   Home

Jump to name [____] or SSN [____] Go   Next List >>

| Edit Type | Name | Edit Message |
|---|---|---|
| Warning | APERSON, ABE | Wages were already posted for this member for this report period |
| Warning | BPERSON, BOB | Wages were already posted for this member for this report period |
| Warning | CPERSON, CAROL | Member type in the TRS database is Full Time |
| Warning | DPERSON, DAVE | Retired member reporting contributions (07/01/2004) |
| Warning | EPERSON, ED | Reported member type is Full Time, it is Hourly in the TRS database |

- Errors must be corrected in order to submit.
- Warnings should be reviewed to see if they can be fixed.
- The TRS urges you to review and correct what you can each time.

## Contribution Reports

**Print Contribution Report**

Agency 560021 BILLINGS PUBLIC SCHOOLS    Period 09   2004

| | | | |
|---|---|---|---|
| TRS Employees | 1,616 | Period End Date | 09/30/2004 |
| Earnings | 4,975,554.71 | Date Posted | |
| Total Member Contribution | 371,148.09 | Final Year-End Rpt | |
| Total Employer Contribution | 371,673.84 | Edit Status | 10 Errors, 65 Warnings |
| Total Due This Report | 742,821.93 | Post Status | Not Ready |
| Remitted This Report | 743,000.00 | | |

❶ [ Summary Contribution Report ]    ❷ [ Detail Contribution Report ]

[ Clear ] [ Reset ] [ Contrb Summary ] [ Home ]

- Two reports
    - 1) Summary Contribution Report for TRS.
    - 2) Detail Contributon Report for your records.

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## Contribution Reports Examples

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TEST – MT Teachers' Ret. Sys. – TEST

**Contribution Summary Report**

Reporting Agency: 560021 BILLINGS PUBLIC SCHOOLS    Report Period: September 2004

| | | | | |
|---|---|---|---|---|
| TRS Employees | 1616 | # of Report Periods | 1 | |
| Total FTE | 1,195.00 | Final Year-End Rpt | | |
| Total FTE Hours | 37,447.89 | TIAA CREF Earnings | .00 | |
| Earnings | 4,975,554.71 | Period End Date | 09/30/2004 | |
| Regular Contribution | 355,743.25 | Date Edited | | |
| Additional Contrib | 15,404.84 | Date Posted | | |
| Member Contrib | 371,148.09 | Edit Status | Errors Exist | |
| Employer Contrib | 371,673.84 | Post Status | Not Ready | |
| Add'l Emplr Contrib | .00 | | | |
| Empfr Term Pay | .00 | | | |
| TIAA CREF Contrib | .00 | | | |
| Total Empr Contrib | 371,673.84 | | | |
| Total Due This Rpt | 742,821.93 | | | |
| Remitted This Report | 743,000.00 | | | |
| Report Over+/Short- | 178.07 | | | |
| Over/Short Balance | 0.00 | | | |

❷

TEST – MT Teachers' Ret. Sys. – TEST

**Contribution Detail Report**

Reporting Agency: 560021 BILLINGS PUBLIC SCHOOLS    Report Period: September 2004

| Member Name | Actual Wages | Current Contrib | Service (FTE) | Monthly Hours | Add'l Contrib | Memb Stat | Act Cd | Termpay Contrib Opt |
|---|---|---|---|---|---|---|---|---|
| 999-99-9999 APERSON, ABE | 2,897.17 | 207.14 | 1.00 | | | | | |
| 999-99-9999 BPERSON, BOB | 1,506.40 | 107.70 | | 140.00 | | H | | |
| 999-99-9999 CPERSON, CAROL | 3,781.33 | 270.36 | 1.00 | | | | | |

- Print this report
- Sign and date
- Send report w/check

## Add and Change Members

**Add Member for this Employer**

| | |
|---|---|
| Member | 999-99-9999 |
| Name | APERSON, ABE |
| Address | 123 MAIN STREET |
| | HELENA          MT 59601 |
| Effective Date | |
| Member Type | |
| Pay Period/Year | |

[Add] [Clear] [Reset] [Back] [Home]

- Add members to employers

**Change Member**

| | |
|---|---|
| Member | 999-99-9999 |
| Last Name | APERSON |
| First Name | ABE |
| Middle Name | A |
| Suffix | |
| Member Type | Full Time Member |
| Address | 1234 1ST STREET |
| City/State/Zip | BILLINGS      MT   59100 |
| Home Phone | |
| Work Phone & Ext | |
| Gender | Male |
| Date Hired | 10/12/1999 |
| Marital Status | |
| Marital Date | |
| Email Address | |

[Save] [Clear] [Reset] [Back] [Home]

- Change member information
- Benefit recipient information can not be changed
- TRS will use this information to contact a member directly.

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## Termination Pay Calculator

**Termination Pay Calculator**

| | | |
|---|---|---|
| Member | 999-99-9999 | APERSON, ABE |
| Employer | 560021 | BILLINGS PUBLIC SCHOOLS |
| Date of Birth | 6/1/1950 | |
| Member Age | 54 | |
| Retirement Date | 07/01/2005 | First day of month after termination date |
| Years of Service | 25 | |
| Termination Pay | 5,000.00 | |

| Contribution: | Employee Cost | Employer Cost |
|---|---|---|
| Option 1 | 1,818.55 | 1,931.60 |
| Option 2 | 357.50 | 373.50 |

[Search] [Clear] [Reset] [Calculate] [Name Lookup] [Home]

- Use to calculate employee and employer cost of termination pay.

## Updating Employer Contact Information

**Employer Contact Info**

| | |
|---|---|
| Employer | 560021 |
| Name | BILLINGS PUBLIC SCHOOLS |
| Address | |
| | 415 N 30TH ST |
| City/State/Zip | BILLINGS  MT  59101 |
| Business Phone | 406  999-9999  Ext: |
| Fax | 406  999-9999 |
| Contact Payroll | PAYROLL, JUDY  Phone  Ext: |
| Contact Personnel | PERSONNEL, PAULA  Phone 406  999-9999  Ext: |
| Email Address | ppersonnel@billings.k12.mt.us |
| Password | Confirm |

Save  Reset  Home

Change passwords here.

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## Demonstration

- Using Test Site

- Wages and Contributions

- Preview of Payroll Insurance Deductions

# Thank you!

- Please use all of TRS resources:
    - Use TRS web site
    - Use TRS Employers' Manual
    - Try out the test system this week
    - Call TRS